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JANIS Memorandum No. 46

23 October 1946

PARTICIPATING PERSONNEL FOR JANIS 51

JANIS CHAPTER	Responsible Agency	Supervisors	Location	Phone
II	ID	Lt. Col. Cooke	20012 Pentagon	W-5890
IX	ID	Col. Richard Park, Jr.	2E744 Pentagon	W-3507
III, IV, VI	ONI	Lt. Col. C.M. Demority	3829 Navy Bldg.	N-5977
IV, VI, VII, VIII	OCE	Mr. M.P. Canaughton	Army War College Tempo 5	EX 7700 ext. 632
X	State	Mr. L.E. Frechting	321 War Annex #1 23rd & E Sts. N.W.	EX 6100 ext. 2448
XI	SGO	Dr. A.R. Turner	2D275 Pentagon	W-2148
XII	A-2	Col. James H. Walsh	3D137 Pentagon	W-6043
V	JMC	Maj. R.F. Wilcox	5273 New War Bldg.	W-62941

JANIS CHAPTER	Agency	Research Personnel	Location	Phone
II	Military Geography	ID ✓ Dr. A.B. Cozzens	2C733 Pentagon	W-72675
III	Oceanography	HO ✓ Dr. Flemming	345 H.O., Suitland, Md.	N-816 ext. 108
IV	Genl. Descrip. & Coasts	ONI ✓ Mr. M.P. Shaffer	3829 Navy Bldg.	N-5977
IV	Landing Beaches	OCE ✓ Dr. J.S. Penny + Charles Mayken	Little Falls & MacArthur	W-3031 ext. 12
V	Climate & Weather	JMC ✓ Maj. G.N. Gosewisch	2105 AAF Annex #1 Gravelly Point	W-2002
VI	Port Facilities	OCE ✓ Mr. W.E. Graves	1386 - Office of 7 Triangle Bldg.	74383 W-76455
VI	Naval Facilities	ONI ✓ Lt. Cmdr. D.G. McFarland	4642 Navy Bldg.	N-3752
VII	Transportation	OCE ✓ Mr. J.R. Vogler	Army Map Service	AMS-372
VII	Telecommunications	Sig.C. ✓ Mr. N.J. Granger	4B278 - Pentagon 2B276 Pentagon	W-73228
VIII	Cities & Towns	OCE ✓ Mr. J.R. Vogler	Army Map Service	AMS-372
IX	Resources & Trade	ID ✓ Mr. James S. Lee Lt. Col. J.V. Lanterman	2D729 Pentagon	W-5275
IX	Mineral Resources & USGS Water Supply	✓ Dr. F. Whitmore	4227 N. Interior	I-3216 I-3770
IX	Agriculture & Food	Agr. ✓ Dr. E. Englund	5059 S. Agriculture	A-2621
X	People & Govt.	State ✓ Mr. L.F. Frechting	321 War Annex #1 23rd & E Sts. N.W.	EX 6100 ext. 2448
XI	Health & Sanitation	SGO ✓ Dr. Myron K. Gordon	2D278 Pentagon	W-2131
XII	Air Facilities	A-2 ✓ Cmdr. E.L. Anderson	3D135 Pentagon	W-6827
XIII	Place Names	BGN ✓ Mr. G.E. Reckord	6544 N. Interior	I-2032
XIII	Map Appraisal	AMS ✓ Capt. W.E. Davies	Army Map Service	AMS 2006
XIII	Map Appraisal	State ✓ Mr. J. Brammell	Auditorium 19th & E.N.W.	EX 6100 ext. 2828

Telephone: W-War Dept.; N-Navy Dept.; A-Agriculture Dept.; AMS-OL 4350;
 Approved For Release 2001/11/19 : CIA-RDP79-01147A000200040026-5

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19th & E Sts., N.W.

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JOINT INTELLIGENCE STUDY PUBLISHING BOARD

OUTLINE OF FLOW OF MATERIAL FOR EACH JANIS CHAPTERI. Original material

(1) Five copies of manuscript (text) accompanied by an original and two copies of graphic material with captions are received from the contributors and are logged in by the Secretary, Editorial Section.

(2) Copies of manuscript are distributed as follows:

Original to the Chapter Editor designated by Editor in Chief
 1 copy to the Board on Geographical Names
 1 copy to the Editorial File
 1 copy to the Joint Topographical Subcommittee
 1 copy to the JISPB Library

All graphic material is routed to the File Clerk, Graphic and Reproduction Section.

(3) File Clerk keys, records, and distributes the graphic material as follows:

Original to Graphic and Reproduction files
 1 copy to Board on Geographical Names (except unannotated photographs, which will be held in G. and R. files.)
 1 copy to Chapter Editor designated by Editor in Chief.

(4) Text and graphic materials checked by B.G.N. are routed to Chapter Editor.
 (Before, during, or after step 5.)

(5) Text and graphic materials are edited by Chapter Editor:

(5a) Tables and tabulations, after editing by Chapter Editors, are checked and marked up by Junior Editor in charge of tables and tabulations, and are returned to Chapter Editor for review.

(5b) Principal Sources are edited by Junior Editor in charge of Principal Sources, and are returned to Chapter Editor for review.

(5c) Edited chapter must also include:

- A. Table of Contents (submit 2 copies, Chapter Editor to hold 1 copy)
- B. Final caption list, dated (submit 4 copies, hold 1)
- C. Final corner tab list, dated (submit 3 copies, hold 1)
- D. List of tables (submit 1 copy, hold 1)
- E. Order list for photographs (submit 2 copies, hold 1)
 (With annotated photographs, if desired.)
- F. Order list for maps, sketches, and plans (submit 2 copies, hold 1)
- G. List of figures for Chapter I (submit 2 copies, hold 1)

(5d) B.G.N. corrections are made in text and captions and are indicated on graphic material to go to G. and R. Section.

(5e) All pages of completed text are stamped with JANIS number and proper classification and paged with numbering machine.

(6) Complete, edited manuscript and instructions for graphic material, including all items listed in step 5, are routed to Editor in Chief.

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 DECLASSIFIED
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 DATE: 18 JUL 1980 REVIEWER: 018645

II. Edited Manuscript and Graphic Material

(7) Complete, edited chapter reviewed by Editor in Chief or Deputy and routed to Chief, Graphic and Reproduction Section.

(8) Chief, Graphic and Reproduction Section distributes as follows:

(8a) Map and Plan orders to Chief, Cartographic Unit, G. and R. Section for construction, correction, sizing, and ordering of inserts, plans, and Chapter cover.

(8b) Photograph orders to Chief, Art Unit, G. and R. Section for cropping, retouching, and sizing.

(8c) Manuscript to Chief, Art Unit, G. and R. Section for mark-up, including sizes of figures.

A. Following are detached from copy and filed:

1. In Production Unit chapter folder:

Table of Contents (2 copies)
Final caption list (1 copy)
Final corner tab list (1 copy)
List of tables (1 copy)

2. In Graphic Unit file:

Final caption list with figure sizes marked (1 copy)
Final corner tab list (1 copy)

B. Marked-up copy ready for copy preparers includes:

Completed manuscript
1 copy of final caption list marked for size of figures
1 copy of final caption list marked for width of captions
1 copy of corner tab list

(9) Complete, marked chapter copy, including all items listed in step (8c)B, is routed to Deputy Editor in Chief.

(10) Complete chapter copy reviewed by Deputy Editor in Chief and routed to Secretary, Editorial Section, who prepares receipts to accompany copy and routes to copy preparers.

III. First proof (text unjustified, tables justified)

(11) Received from copy preparers and receipt checked and returned to copy preparers, by Secretary, Editorial Section.

(12) To Chief, Art Unit, for checking spaces left for figures, and rulings of tables.

(13) To Chief, Production Unit for proofing and review.

(14) To Editor in Chief or Deputy for distribution as follows:

Main text to Chapter Editor for review and preparation of Table of Contents and List of Effective Pages.
Principal Sources to Junior Editor for review, then to Chapter Editor.
Tables to Junior Editor for review, then to Chapter Editor.

(15) To Deputy Editor in Chief for overall check.

(16) To Chief, Production Unit, for review and clearing of queries.

(17) All unjustified proof (including material justified at first typing, such as tables, if in need of correction), Table of Contents, and List of Effective Pages routed to Secretary, Editorial Section, who prepares receipts to accompany copy and routes to copy preparers.

IV. Second proof (all justified)

- (18) Received from copy preparers and receipt checked and returned to copy preparers by Secretary, Editorial Section.
- (19) To Chief, Art Unit, for proofing and completing hand art work.
- (20) To Chief, Production Unit, for proofing and review.
- (21) To Editor in Chief or Deputy for routing to the Chapter Editor for review.
- (22) To Editor in Chief for overall editorial check.
- (23) To Deputy Editor in Chief for overall format check.
- (24) To Chief, Production Unit, for review and clearing of queries.
- (25) All proof needing corrections routed to Secretary, Editorial Section, who prepares receipts to accompany copy and routes to copy preparers.

V. Corrected justified proof

- (26) Received from copy preparers and receipt checked and returned to copy preparers by Secretary, Editorial Section.
- (27) To Chief, Production Unit, for proofing and review.
- (28) To Chief, Graphic and Reproduction Section, for correlation with graphic material and for reproduction order for blue prints only.
- (29) To Deputy Editor in Chief for review.
- (30) To Chief, Graphic and Reproduction Section. Justified proof and graphic material (reproduction copy) with the reproduction order for blue prints are logged out to the printer and receipts prepared by the File Clerk, G. and R. Section.

VI. Blue Prints

- (31) Logged in from printer and receipts checked and returned to printer by File Clerk, Graphic and Reproduction Section.
- (32) To Chief, Art Unit, for check on make-up.
- (33) To Chief, Production Unit, for proofing and review.
- (34) Through Editor in Chief or Deputy to Chapter Editor (contributor if necessary) for review.
- (35) To Editor in Chief for final editorial review.
- (36) To Deputy Editor in Chief for final format review.
- (37) To Chief, Graphic and Reproduction Section, for final production review and final reproduction order.
- (38) Final reproduction order to Administrative Officer for initialing size of edition.
- (39) To File Clerk, Graphic and Reproduction Section. Blue prints with corrections and authorized reproduction order are logged out to the printer and receipts prepared by File Clerk, G. and R. Section.

VII. Printed JANIS

- (40) Twenty-five advance copies of printed JANIS chapter are received from printer and are logged in and receipts checked and returned to printer by the Administrative Officer and distributed as follows:

1 copy to Editorial Section for editorial master file
2 copies to Graphic and Reproduction Section:
 (1 copy to Graphic Unit)
 (1 copy to Production Unit)
1 copy to Director of the Board to be passed on to contributor
1 copy to Secretariat for administrative master file
3 copies to JISPB library stock
 (2 for reference)
 (1 for cutting as needed)
17 copies to A.G., Pentagon Depot

- (41) Each recipient of advance copy of printed JANIS will check for errata and report same immediately to Chiefs of Editorial and Graphic - Reproductive Sections for report to Director in order that corrections may be made before final distribution.
- (42) Upon approval from Director, JISPB, letter from Administrative Officer authorizes Army Map Service to begin bulk distribution.
- (43) All corrections of printed JANIS will be routed through Editor in Chief to Editor in charge of changes.